



Campus Ministry Assistant (Emerging Leader)



PURPOSE: The Campus Ministry Assistant helps create ministry opportunities that are consistent with the mission of Rochester College, The Center for Student Life, and Spiritual formation. The Campus ministry assistant serves fellow students by creating a *hospitable* environment that creates space for other student leaders to develop to their fullest potential intellectually, ethically, socially, morally, and spiritually in the context of a community. A Campus ministry assistant is pastorally present to other students. In addition, the Campus Ministry assistant aids in developing intentional programs, events, that promote healthy spiritual exploration for students in the RC community. The specific qualifications and responsibilities for a Campus Ministry assistant are outlined below:

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Positively supports the mission of Campus Ministry and demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns (including, but not limited to: housing, parking, social interactions, self-care, academic pressures, loneliness, etc.)
- Demonstrate sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities
- Displays high moral character and models Christian Spirituality with his/her actions
- Participates in an active community of Faith

This is a unique position with a boutique job blend tailored to your strengths and areas of passion. Each CMA will have a portfolio of ministries that he/she will lead. These ministries include established Campus Ministry Programs and/or new initiatives created by the CMA, the ADSF, and the larger ministry team. Each CMA will be responsible for 2-3 of the following areas:

Current Ministry Programs and Events Opportunities

Chapel: Chapel invites and engages our entire community to participate in prayer, scripture reading, worship, and encouragement together. *(Work with Chapel Coordinator and ADSF to create AV presentations for chapel, assist with chapel check-in, and support chapel initiatives)*

412 Mentoring Groups: Promotes intergenerational learning between RC staff/faculty members and small groups of 4-5 students. (Assist ministry staff with advertising the program, recruiting Staff/Faculty participants, and organizing groups, advertising

Bible Study Groups: Bible studies are groups help students explore the bible and questions related to a life of faith. Students can find a group tailored to their unique learning desires *(Work with Campus ministry staff to recruit and train bible study group leaders, design a mix of bible study opportunities that fit different student needs, encourage spiritual exploration and growth)*

Happy Hour: Students are invited to share a free drink or snack, hang out, and get to know their campus ministry team. *(Manage food budget, plan menu, shop for supplies, schedule and host happy hour, create hospitable environment that welcomes all student demographics)*

24- Hours of Prayer: This is an annual kick-off to the year where we petition God to guide us through the year and commit our efforts campus wide to God's purposes. *(Work with ministry staff to design and carry-out 24-hours of prayer, facilitate prayer participation for RC community, advertise)*

Hear Here: This is a discussion forum where students, faculty and community leaders come together and model how to have dialogue about deeply important issues about cultures and spirituality collide across a diverse people. *(Collaborate with Ministry Staff to plan Hear Here event, liaise with off campus guests, help moderate Hear Here discussion, research interesting/controversial/important discussion topics to facilitate student learning, create opportunities for deep listening, and engage a growth mindset.)*

Create Your Own ministry Initiative: Campus Ministry calls for and empowers the Rochester College community to participate in God's mission to the world. This necessarily takes on diverse forms as we listen to scripture, community, and the world to discover how to be faithful participants in God's activity. This requires that we leave space for new opportunities to emerge that challenge and lead the RC community. *(Work with ministry team to listen for, research, and create fresh ministry initiatives that invite wide participation among all RC stakeholders)*

RESPONSIBILITIES:

Practice Sabbath: The Campus Ministry assistant must practice self care and balance in order to be an effective leader in a pastoral role. Proper self-care is an essential spiritual quality that produces longevity in ministry and models healthy living, and spiritual responsibility.

1. Utilize 7 hours per week to attend to your personal care. (This should be a fast from social media, and an intentional time spent in inactivity.)
2. Participate in the annual shared rhythm of life agreed upon by all Campus ministry staff

Ministry Coordination: A Campus Ministry assistant will serve students by leading ministry opportunities in the campus community that empower spiritual growth and exploration.

1. Work collaboratively with the Campus Ministry Leaders, ADSF, and ministry staff to plan and execute spiritual programming, and events.
2. Develop and maintain positive relationships with student ministry leaders through availability, accountability, creativity, credibility, and confidentiality.
3. Research and implement relevant spiritual growth opportunities that contextualize ministry.
4. Promote and support campus ministry events on and off campus.
5. Recruit volunteers to help with ministry initiatives
6. Be available to help assist with chapel set-up most Tuesdays and Thursdays.

Pastoral Presence: The Campus ministry Leader will be a student leader of peer pastoral care, and assist the ADSF in being pastorally present to the Rochester College Community.

1. Be a good listener.
2. Keep a journal/log of spiritual conversations, and intentional relational ministry activity.
3. Be available to pray with students as they express need.

Administrative Tasks: The Campus Ministry Leader will be responsible for administrative duties related to the day-to-day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Campus Ministry Leaders direct supervisor.

1. Maintain a log of student intentional relational ministry interactions.
2. Schedule dates/times/locations for ministry events
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently. (24 hour email response time for external emails)
4. Perform other duties as assigned by the Campus Ministry Leader(s)

Staff Training and Development: The Campus Ministry Leader is expected to participate in staff training, which is designed to develop the Campus Ministry Leader to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall Training.
2. Participate with the ADSF in mutual performance evaluations based on job description.
3. Participate in the annual spring leadership retreat

TIME COMMITMENT: Although it is difficult to quantify a ministry role, a Campus Ministry assistant can expect to put in at least an average of 8-10 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Campus Ministry Assistant position throughout the year. Campus Ministry Assistants are to be available and accessible to commuting and residential students throughout the academic year.

The Campus Ministry assistant position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Campus Ministry Assistant's performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Spiritual formation team, may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.